



**Scott Walker, Governor**  
**Dave Ross, Secretary**

## Residential Master Electrician License

### **Your application will not be processed or will be delayed unless you:**

- ☐ 1. Complete the application including signing and dating the first page.
- ☐ 2. Write in your social security number.
- ☐ 3. Attach the specified documents listed on this application.
- ☐ 4. Attach the specified fee listed on this application.
- ☐ 5. Make a photocopy of the completed application for your records.

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license per Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.

<b>Applicant Information</b>	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date (mo/day/yr)

**Send application and payment to:** DSPS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.

**Office location:** DSPS Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703

**All other correspondence:** DSPS Trades Credentialing, PO Box 7082, Madison, WI 53707 Phone: 608-266-2112. TTY: Contact through Relay or [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov).

**Reason for Credential:** Except as provided under s. 101.862(4), Stats., no person as of April 1, 2014 may install, repair or maintain electrical wiring unless the person holds a license or registration issued by the department as a licensed Master Electrician, licensed Residential Master Electrician, licensed Journeyman Electrician, licensed Industrial Journeyman Electrician, licensed Residential Journeyman Electrician, Registered Electrician, registered Electrical Apprentice, registered Industrial Electrical Apprentice or a registered Residential Electrical Apprentice.

**Requirements of Credential:** The electrical wiring activities that may be undertaken by a person who holds a license or registration as a licensed Residential Master Electrician shall be limited to wiring associated with dwellings, dwelling units and detached accessory buildings and structures serving the dwellings or the dwelling units, such as garages, carports, gazebos and swimming pools. A licensed Residential Master Electrician may perform electrical wiring not associated with dwellings and dwelling units, provided the person is under the direct supervision of a licensed Master Electrician or a licensed Journeyman Electrician.

For any electrical installation that requires a uniform building permit under SPS 320.08, a person who holds a Residential Master

Electrician license may not commence installation of electrical wiring until a permit is issued for the installation. A licensed Residential Master Electrician is responsible for the installation, repair or maintenance of electrical wiring shall utilize the appropriately licensed or registered individuals to construct, install, repair or maintain electrical wiring.

**Education Hours Required to Renew:** The renewal of a Residential Master Electrician license shall be contingent upon the Residential Master Electrician obtaining at least 18 hours of acceptable continuing education three months prior to the expiration date of their credential. A person who holds a license as a Residential Master Electrician may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.

## Applying for Residential Master Electrician License

A person may obtain a credential as a licensed Master Electrician by one of the following methods:

- Method 1** Completing the necessary hours of experience and passing the Residential Master Electrician license examination.  
**Method 2** A person who held a Wisconsin Residential Master Electrician license but exchanged it for a Wisconsin Residential Journeyman Electrician license may, upon application to the department, exchange his or her Residential Journeyman Electrician license, for a Residential Master Electrician license. If the exchange is made at the time of renewal a credential fee of \$200 for the Residential Master Electrician license shall be submitted.

### **Are you a Veteran?**

If yes, please answer the following questions to see if you qualify for a fee waiver or equivalency for this credential.

#### **1. Are you requesting a waiver of your initial credentialing fee under method 1?**

- ☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: \_\_\_\_\_

Your application fee of \$35 will be waived now and your credential fee will be waived once you pass the exam. **You must submit \$30 for the exam fee at this time.**

- ☐ No Submit the fees required under method 1 to obtain your credential.

#### **2. Are you requesting a waiver of your initial credentialing fee under method 2?**

- ☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: \_\_\_\_\_

- ☐ No Submit the fees required under method 2 to obtain your credential.

#### **3. Are you requesting equivalency of your military training and experience?**

- ☐ Yes Provide copies of your service school academic reports, certificates of training, or training documentation signed by your unit's training NCO or any other relevant experience that would satisfy the requirements of method 1. You may attach a personal narrative to further explain why your education / training / experience in the military has helped you prepare for this profession.

- ☐ No Complete the requirements under method 1.

**You may contact DVA at 1-800-WisVets or [www.WisVets.com](http://www.WisVets.com) for assistance in obtaining your DVA Voucher Code and/or documents related to your training and experience.**

## Method 1 - Experience or Degree and Examination

### **Application and Exam Fee (nonrefundable): \$65.00 class code 7631**

Make checks payable to: State of WI – DSPS. The fee consists of a \$35 application fee and an exam fee of \$30. When the exam is passed, the applicant will pay a \$200 credential fee, prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, will be effective for four years from June 30<sup>th</sup>.

**Qualifications for Examination:** A person applying for a Residential Master Electrician license examination shall have at least 1,000 hours per year of experience for at least five years in electrical wiring work. If a person has successfully completed semesters in a school of electrical engineering or other accredited college, university, technical or vocational school in an electrical-related program, the applicant may claim 500 hours of experience for each semester up to a total of 3,000 hours and three years toward the required experience.

The time period does not have to be consecutive years from one row to the next. In the Time Period column fill in the beginning month and year and the ending month and year in which the experience hours were completed. In the Experience Hours column fill in

the number of hours claimed for that time period but do not record more than 1000 hours in the column even if you worked more than 1000 hours. If the hours were witnessed by more than one person, the hours witnessed by each person must be filled in on separate rows. Photocopies of this page may be made if you need additional room or would like to mail to witnesses to sign. The witness must have observed or had knowledge of the number for work hours performed in electrical construction. Electrical construction means the installation of electrical wiring. Electrical construction does not include the maintenance, repair or fabrication of electrical equipment or the installation of electrical wiring and equipment covered by ch. PSC 114.

Time Period		Experience Hours	Hours Witnessed by (please print or type)	Signature of Witness	Telephone Number of Witness
Began Month/Yr	Ended Month/Yr				

For each semester in a school of electrical engineering or an electrical-related program, specify the beginning and ending date of the semester, record 500 hours of experience, write the name of the school, and **Attach** a copy of the official transcripts from the school to this form. No experience hours should be recorded if official transcripts are unavailable. This must be full-time schooling, not part time or evening classes.

Time Period		Experience Hours	Name of School
Began Month/Yr	Ended Month/Yr		

In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover information contained in SPS 305 and SPS 316, Wisconsin Administrative Code and the 2011 National Electrical Code. The exam is open book. Copies of current Wisconsin administrative codes may be obtained from Document Sales, 608-266-3358, or 800-362-7253. Copies of current National Electrical Codes may be purchased from the National Fire Protection Association, 800-344-3555. When there is a change to Wisconsin Administrative Codes, exams will cover the new code one month after the effective date.

### To schedule an upcoming exam:

- Indicate **FIRST CHOICE (1)** and **SECOND CHOICE (2)** in the event one exam site is full.
- Submit the **fee and this application to the division at least 30 days in advance of the exam date chosen.**
- Keep a copy of this application for your records. You may only schedule one future exam session at a time for each credential type. Applications sent in for multiple exam sites / times will be denied and a refund will not be issued.
- You will receive a letter from DSPS confirming your upcoming exam. Please check this form over carefully upon receipt so that you know when/where to take your exam.
- If you need special accommodations, please contact us at [DSPSSBCredentialing@wi.gov](mailto:DSPSSBCredentialing@wi.gov)

Select one\*: AM (Starts at 8 a.m.) ☐ or PM (Starts at 1 p.m.) ☐

\*some plumbing exams have 2 parts so you will be scheduled for both the AM **and** the PM session when taking both parts

**Pewaukee – WCTC Education Center, 800 Main St, Pewaukee, WI 53072**

**2014** January 8 ☐ February 12 ☐ March 12 ☐ April 9 ☐ May 14 ☐ June 11 ☐  
 July 9 ☐ August 13 ☐ September 10 ☐ October 8 ☐ November 12 ☐ December 10 ☐

**Eau Claire – The Plaza Hotel & Suites, 1202 W Claremont Ave, Eau Claire, WI 54701**

**2014** February 26 ☐ April 23 ☐ June 25 ☐ August 27 ☐ October 22 ☐

**Appleton – Fox Valley Technical College, 1825 North Bluemound Dr, Appleton 54914**

**2014** January 22 ☐ March 27 ☐ May 28 ☐ July 23 ☐ September 24 ☐ November 25 ☐

## **Method 2 - Possession of a Wisconsin Residential Journeyman Electrician License which had been exchanged for a Wisconsin Residential Master Electrician License**

The fee for applying for the credential using Method 2 is as specified in the following table:

<b>Month Application is mailed</b>	<b>Fee</b>	<b>Month Application is mailed</b>	<b>Fee</b>	<b>Month Application is mailed</b>	<b>Fee</b>
January	\$209.98	May	\$193.30	September	\$226.66
February	\$205.81	June	\$189.13	October	\$222.49
March	\$201.64	July	\$235.00	November	\$218.32
April	\$197.47	August	\$230.83	December	\$214.15

Record the amount of the fee you will be sending in the box below:

**Fee Submitted (nonrefundable):** \$  **class code 7631**

Make checks payable to: State of WI – DSPS. The fee consists of a prorated \$200 license fee and a \$35 application fee. The license will be effective for four years from June 30<sup>th</sup>.

**Attach** the original of your old Residential Master Electrician license. You must have completed the necessary hours of continuing education.